

SENSORY INTEGRATION TRAINING

Conditions of Agreement / Contract with Foundations for Learning (FFL)

FFL is a registered Swiss foundation and shared services provider offering teaching and learning support to students/adults, teacher training, consultancy and educational advisory services etc.

FFL's goal is to provide a highly specialized programme of TSMT® - Sensory Integration Training via a network of practitioners who will work within the schools and on a consultative basis, providing assessment, training plans, advice and training and teaching solutions to individuals and groups within the education community.

Art. 1 PURPOSE OF AGREEMENT

1. The purpose of this agreement is, on the part of FFL, to understand and support the named client by:
 - a. assessing the needs of the client by Longitudinal Complex Assessment®-LongiKid® Sensory Motor Test
 - b. providing input through which the client can be supported with Sensory Integration Training
2. Where the named client is a child/young person, it is the responsibility of the parents, to provide the conditions for understanding and supporting the student by:
 - a. providing any existing information,
 - b. supporting the assessment process,
 - c. fulfilling the financial agreement/contract.

Art. 2 ACCEPTANCE PROCESS

1. The acceptance process may vary from one applicant to another due to a number of factors, most notably the nature of the referral area/s.
2. The final decision concerning acceptance of a client by the Sensory Integration Trainer/Practitioner rests with FFL fulfilling the financial agreement/contract.

Art. 3 ADMISSION, SCOPE, DURATION AND CLOSURE

1. To the extent that each client is unique, each approach to sensory integration training will be tailored to each child's needs. The assessment process as a sensory motor test will determine the programme of training.
2. The scope and duration of support services will be directly dependent on the needs of the client.
3. The LongiKid® Sensory Motor Test consists of several consecutive steps. First, the parent records the child's medical history. The practitioner reviews the data provided during the preparation of the test and may ask the parent clarifying questions during the personal meeting. The trainer then administers the LongiKid® Sensory Motor Test to the child, which consists of standardised examination steps in accordance with the protocol and uploading his/her result for analysis on <https://app.longikid.hu>. If necessary, the examination can be supplemented with additional tests if the child's condition warrants it. After completing the examination, the practitioner prepares an examination report, which summarises the child's performance during the assessment and contains developmental and training recommendations. In order to monitor the child's development, the Practitioner may recommend follow-up examinations at specific intervals, typically every 6-12 months, with the aim of measuring progress, supplementing the assessment report, documenting any necessary training adjustments, and making them available to the Parent.
4. The TSMT® individual training process consists of the following steps:
 - a. Based on the results of the LongiKid® Test, the practitioner compiles a personalised set of home exercises for the child.
 - b. The practitioner provides the parent with detailed instruction on how to perform the exercises professionally and ensures that they can be carried out in the home environment.
 - c. If requested by the parent, there is the option of exercise sessions instead of home training, during which the child performs the exercises at the practitioner's office typically 2 times a week. In this case, the practitioner personally supervises the tasks, monitors their performance and makes corrections if necessary. The aim of the exercise programme is to ensure that the exercises are performed correctly and to provide further support to the parent. However, this does not replace the requirement to practise at home at least once a week, which remains the responsibility of the parent.
 - d. The practitioner conducts a check-up in case of home training typically every 4-5 weeks to assess the child's progress and, if necessary, modifies or supplements the set of tasks (rewriting).
 - e. The training is concluded when the child has achieved the set development goals or when the practitioner decides, based on the check-ups, that further practice at home is no longer necessary.
 - f. Timelines indicated above are not fixed and may vary e.g. in the event of holidays or illness.
5. Closure may be achieved through a review and, where appropriate, final report provided by FFL based on the reassessment with LongiKid® sensory motor test

Art. 4 COSTS, PAYMENT OF FEES, BILLING.

1. The charge per hour is CHF 150.
2. All consultancy fees are due within 10 days from the date of the invoice.
3. Services may be suspended if accounts remain unpaid after a written reminder.
4. The timeframe for all assessment and set of exercises may vary depending on the age of the child and the complexity of problems
 - a. up to 18 months is 3 hours which includes the face-to-face time, software analyse and assessment report.
 - b. between 2 to 5 years old is 5 hours which includes the face-to-face time, software analyse and assessment report.
 - c. from 6 years old and above is 6 hours which includes the face-to-face time, software analyse and assessment report.
 - d. New training sessions writing and learning 2 hours including face to face time preparation time for writing the new set of exercise, due in every 2nd month alternate control occasion
 - e. Monthly control is 1 hour, due in every 2nd months
 - f. Personal training sessions with the trainer 30-90 minutes, depending on the age of the child.
 - g. Observations in situations outside of the consulting room are possible if this provides useful information to supplement in-session behaviour. This is charged at the standard hourly rate. Travel time may be included. Total costs for observations will be agreed in writing in advance to them taking place.

Art. 5 CANCELLATION OF ORDERED HOURS.

1. All efforts should be made to inform FFL of cancellations with as much notice as possible.
2. The cancellation policy requires a minimum of 24 hours notice for a full refund. Notification should be given by email to both the practitioner and the admin department of FFL (admin@foundationsforlearning.ch). If notice is given less than 24 hours but before 7:30am on the day of the session, 50% of the fee will be charged. Notification after 7:30am (or no notification) will result in a full-charge.
3. It is the sole responsibility of parents to inform the practitioner and admin department of any cancellation.

Art. 6 INSURANCE USED TO COVER THE COSTS OF WORK UNDERTAKEN BY FFL.

1. It is the obligation of the bill-payer to check whether work undertaken by FFL is covered by their insurance policies before commencing at FFL (if they wish to have insurance coverage).
2. In cases where insurance does not cover the costs, the bill-payer is liable to pay the full number of hours rendered by FFL.
3. Swiss health insurance very rarely covers the costs of practitioners at FFL.

Art. 7 INSURANCE AND LIABILITY FOR DAMAGE.

1. FFL will NOT provide any insurance coverage for the client, particularly not health, accident, or third-party liability insurance coverage.
2. Parents confirm to have their own health, accident and liability insurance for a child.
3. Damage caused to people or property by the client on his/her way to or at the training session, is the sole and full liability of the client (and/or parents where a child is the named client).
4. FFL will not accept any liability in the case of theft to the disadvantage of the client.

Art. 8 CONFIDENTIALITY AND REPORTING.

1. FFL and its practitioners uphold the strictest confidentiality. The limits of confidentiality will be discussed prior to the first session taking place.
2. In order for the client to benefit from the expertise and perspectives of a range of specialists, FFL may discuss cases with specialized third party professionals who work with the client in order to ensure optimum services to the client. However, this will not be done without the approval of the client/parents. .

Art. 9 MISCELLANEOUS.

1. Any amendment or addition to this Agreement, as well as its mutual partly or totally annulment, shall be valid only if executed in writing. This also applies to the amendment, addition or annulment of this particular provision.
2. This Agreement shall be exclusively governed and construed by the laws of Switzerland (without reference to its conflict of law provisions).
3. All disputes arising out of or in connection with this Agreement, including disputes on its conclusion, binding effect, amendments and termination, shall be exclusively decided by the competent courts at the registered seat of FFL.